



Boise State University
Association of Office Professionals

Keynoter

**Bright
Future,
Endless
Possibilities**

Pam Marteness, Editor

Volume 21 Issue 2 Nov/Dec 2002

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A Message from the President

Happy Holidays!

It's hard to believe the year is going by so fast. Professional Development Day has come and gone and we're moving on to the Holiday Auction.

A special thank you needs to go out to Cindy Bancroft-Stigall and her committee for another great Professional Development Day. We had some great speakers and vendors, wonderful massages, and a fantastic tour of the Recreation Center.

The Holiday Auction has been moved up a few days to accommodate those folks leaving town for the football game in Reno on the weekend. It will now be held on Tuesday, November 19. We already have lots of wonderful donations and fun things for the gift table, thanks to Nancy Rountree and her committee. It looks like it will be another successful event and will definitely get us thinking about the upcoming holidays.

Mark your calendars for December 2nd. This is the scholarship deadline for those wanting to apply for scholarships to attend the Ada County Association of Office Professionals winter workshop on January 18, 2003. It's a full day of workshops much like our Professional Development Day. If you need more information, call Kay Akers at 338-3445. Also, be sure to check out the National Association of Office Professionals website www.naeop.org to get the most current information on the national conference in Boise next July. Information about the Idaho Association of Office Professionals conference in April to be held in Coeur d'Alene is also available at their website www.idahoaeop.org. We would like to encourage you to attend any of these conferences and take advantage of the scholarships available to do so.

Welcome to our new members on campus! We love to see new people getting involved in our association and we want to make sure that what we offer our members is worthwhile and meets their needs. I know that the experiences I have had with our members and other affiliate members around the state and nation have certainly enriched my life. Be sure to talk to folks and invite them to join us for our meetings and activities.

Enjoy your holidays and practice all your stress-reducing techniques to have a wonderfully joyful, happy, healthy holiday season.

Gay Barzee, President



"Joy seems to me a step beyond happiness—happiness is a sort of atmosphere you can live in sometimes when you're lucky. Joy is a light that fills you with hope and faith and love."

—Adela Rogers St. Johns

Thankfulness

by Connie Robinson

As many of us do during the holiday season, I reflect on the things I am thankful for. One of those is my special friendship with a lady named Dee. I have known this woman for many years and she never ceases to amaze me. It's not how she has adapted to being blind, but the depth and clarity with which she can see that is truly astonishing. This woman had been holding down a job at \$6.00 an hour for a number of years, just lost her husband and soul mate due to a freak accident (he didn't have any life insurance), lost her home and wasn't sure where she could find a place to live. She is also sole support and caretaker for her handicapped grandson.



Instead of concentrating on her problems, Dee finds joy in something each day. Soon after her 50th birthday she had her vision tested once again and was told the main reason for her blindness was due to the fact that she carried an albino gene. Upon receiving the news she called me laughing and asked me how many albino Indians I knew. With great excitement she told me that the doctor remarked that in 10 to 15 years they would be able to treat her so that she might gain some of her vision. I just had to ask her what she would like to see the most. She replied, "Oh, so many things—my children's faces and those of my grandchildren, the sunrise, a rainbow." And the list went on. She went right on to say that she can already see her husband's smiling face and those of her ancestors looking down upon her everyday, and each day she is thankful for her rich blessings.

I know the depth of her grief when she lost her husband. I was the one that introduced them shortly after my husband died. I was there for their first blind date and the couple was inseparable for the next 18 years until his death. I hope that I can learn from Dee to find something joyful in each day and to be thankful. I am so richly blessed. I wish you all a wonderful and blessed holiday season.

"Let Your Light Shine"

by Guen Johnson

The 31st Annual meeting and conference of the Idaho Association of Educational Office Professionals will be held in Coeur d' Alene April 11 & 12, 2003. This event is going to be fabulous...with Franklin Covey as the keynote speaker—how could you go wrong? Mini-workshops will be offered again, and the banquets will be a great opportunity to dress up and eat delicious Northern Idaho cuisine. Add some time to your trip, and visit nearby Wallace, Idaho if you've never been there. Also, Sandpoint, and Silverwood Theme Park are close for family fun! There is also a great outlet mall in Post Falls.

The awards banquet on Friday night will be a dinner cruise around the lake. Make plans now to attend this great conference...ask your bosses for help, and be sure to apply for scholarship money through BSUAOP. For more information, visit the state webpage iaeop.org on your computer. We'll see you up north!

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ACE Report for BSUAOP, October 2002

By Connie Charlton

Jeff Olson, an organizer with the Service Employees International Union Local 687 (SEIU) distributed information about the union, a recent news article about recruitment efforts in Pocatello, and a SEIU Local 687 2002 Voters' Guide. In addition, he talked about the benefits of joining a union and answered specific questions from ACE members. Classified staff have the ability to attend informational meetings with staff from SEIU 687 as advertised by email, or can get their questions answered by contacting Jeff Olson or Andrew Hanhard by phone at 343-1038. Dues are \$17 per month and can be paid through payroll deduction.

Search Committee: Charlton related that several classified staff have expressed their disappointment in letters to the State Board members who are overseeing the BSU President Search Committee for not including a representative from the classified and professional staff constituency groups. A response from the State Board of Education Executive Director stated that "input from individuals and groups not included on the Screening Committee will be provided through on-campus visits and receptions with the finalists." ACE will pursue the opportunity for interviews with the final candidates, at the least.

PALS Holiday Auction Update

Nancy Rountree

Our "Holiday Auction" is rapidly approaching...please note the date change. We planned the auction for Friday, November 22, 2002 only to find out that the BSU/Reno game was scheduled for November 23rd. Because so many people travel to that game and would leave on Friday, we have rescheduled our auction for **Tuesday, November 19th**. We appreciate Tammie Hodge in the Student Union Activities office and the gals at Fine Host for rearranging things to accommodate our date change.

We have some great silent bid items as well as wonderful auction items donated by local merchants, on campus areas and our own BSUAOP members. The auction will be a lively, fun luncheon filled with holiday music, merriment and laughter. We hope to see you there.



They're Coming! Hundreds & Hundreds of Them are Coming!

By Cathy Hampton

The 2003 annual conference and institute of the National Association of Educational Office Professionals, **"Treasure the Moment"** is just around a couple of corners. July 14-19, 2003 are the dates you need to remember and put on your calendar. Trust me on this—you will want to be there! Approximately 500 office professionals from across the nation will descend on the City of Trees next July to expand their professional skills, renew old acquaintances, and to enjoy all that the Treasure Valley has to offer.

If you haven't had the opportunity to attend a national AEOP conference yet, you're in for a special treat. Those of you who are "experienced" already know what I mean by "special treat." Our keynote speakers are both wonderful. Thursday will feature Randy "Red Shoe" Morgan, and Friday will feature BSU's own Janet Mills.

I've included a sneak preview of what's in store and to help those of you new to the NAEOP conference scene, I've highlighted some important functions and provided a brief description of them. (These are included on the attached WORD document/insert.) On the back of that same attachment (page 2) you will also find some definitions of activities to help you better understand the lingo. Official conference and registration information will be coming out in the next issue of The NES Connector, NAEOP's quarterly magazine.

Finally, be sure to check out the tours (same attachment/insert as above) that have been lined up—special thanks to Merrylea Hiemstra for coordinating them! It amazes me that I've lived in Boise for 30+ years and still haven't visited some of the sites included here.

Hosting a national conference is a great privilege for Idaho AEOP. Not only do we get to showcase our great city and state, but we get to take advantage of attending a top-notch conference (quality speakers and workshops, plus networking opportunities) at a greatly reduced cost. Everyone has budget concerns right now, and when you are able to avoid travel and hotel costs—the result is a real professional development bargain!! If you attend the entire conference Monday—Friday and ate all the meals, the approximate cost would be: NAEOP members (\$375) non-member (add \$40). If you attend JUST the conference portion, Wednesday—Friday, including all meals, approximate cost would be: NAEOP members (\$275) non-member (add \$40).

I hope to see most of you at the conference, and since I'm one of the co-chairs of the event, I'll be asking for volunteers to help pull it off. You'll probably get very tired of hearing me say, "Got a few minutes to spare? Could you please do xyz and yzx and if you still have time, maybe zyx?" Remember – I know where you work!!



"Miracles come in all shapes and sizes, and happen to those who believe in them."

BSU CLASSIFIED LEAVE POLICIES

BSU 5520-C
Effect. Date: July 1,
1995

J. Organization Participation and Exercise Leave

Boise State University employees will be permitted a total of one hour per month release time from work to attend professional representative organization meetings. The organizations include:

ACE - Association of Classified Employees;
BSU-AOP - Boise State University Association of Office Personnel;
BSU-IPEA - Boise State Chapter, Idaho Public Employee's Association.

1. Employees who are officers in one of the above organizations, will be permitted a total of two (2) hours per month release time to organize and conduct the business of the organization(s).
2. The employee must have supervisory approval prior to taking the release time to avoid conflict with the efficient and effective operation of University business.
3. Other organizations desiring approval for release time should submit written requests to the Department of Human Resources, outlining the goals and purposes of the organization for review by the appointing authority.
4. Questions regarding a typical leave situation not clarified in this policy should be referred to the Department of Human Resources.

Things to Remember...



BSUAOP Lunches:

December 10—Monthly Luncheon, (Farnsworth) 11:30—1:00 p.m.
 January 14—Monthly Luncheon (SUB Hatch A) 11:30—1:00 p.m.
 February 11, 2003—Monthly Luncheon (SUB Hatch A) 11:30—1:00 p.m.

Executive Board Meetings:

November 26, 2002 , December 17, 2002, January 28, 2003 (All held in the Ah Fong Room)

Upcoming Events:

- Tuesday, November 19, 2002 11:30 am—1:00 pm PALS Holiday Auction (Jordan D)
- Saturday, January 18, 2003 at 8:45. ACAEOP Winter Workshop (Horizon Elementary School.)
- Friday/Saturday, April 11 & 12, 2003, IAEOP 31st Annual Meeting (Coeur d' Alene)
- July 14—19, 2003, NAEOP Annual Conference, (Boise)

Just What is a PSP?

By Rhonda Miracle, PSP Chair

Find out all you ever wanted to know about the PSP at noon on Thurs, Nov. 12, 2002 in the SUB's Gipson room. The National Association of Education Office Professionals (NAEOP) provides the opportunity for recognition to members who enhance their professional competencies through academic programs, conferences, institutes and organizational involvement. The Professional Standards Program (PSP) offers various certificates acknowledging individuals like you who are dedicated to professional and personal advancement.

I know many of you have the education, experience and professional activity requirements needed for one of the nine certificates available. Why not start gathering the needed documentation now to meet either the Jan 15, 2003 or May 15, 2003 application deadline? Begin the process today so that you may be celebrated at the NAEOP national conference to be held in Boise in July 2003 surrounded by all your family and friends.

If you are unable to attend the Nov 12 meeting, please contact me by phone (4313), email, or in person in TS102 to set up an information exchange meeting. I will gladly help guide you through the steps needed to complete your application so you can receive the recognition you so richly deserve.

Blessed are they who believe and see through the eyes of a child.

Boise State University
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BSUAOP Keynoter

BSUAOP Areas

Area I:

Applied Tech., Alumni Assoc., Career Ctr., Children's Center, Canyon County Center, 1105 B Grant Street, Extended Studies, Engineering & Tech., FOAM, IBEDC, Mail Services

Area II:

Bookstore & Warehouse, Campus Safety, Kinesiology & Kinesiology Annex, Micron Eng., Pavilion & Auxiliary Gym, SUB, Varsity Ctr., Bronco Football Complex, Computer Annex

Area III:

Library, Liberal Arts Bldg., Lincoln Hall, Special Events Center, Archit. & Engin. Services, English/Arts Annex, KBSU, Art Annex #1

Area IV:

Administrative Building, Student Housing

Area V:

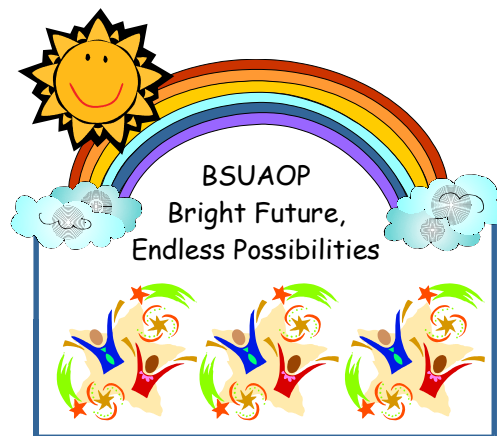
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Area VI:

Administrative Building, College of Bus. & Economics

Area VII:

Education Building Public Affairs & Arts West Building, Multi-Purpose Building



Check us out!
boisestate.edu/bsuaop/